

ZNR UUUUU

R 261536Z OCT 01 ZYB

FM CNO WASHINGTON DC//N41//

TO UNSECNAV WASHINGTON DC//AAUSN//
CINCLANTFLT NORFOLK VA//02F/02F22/02F125/N6//
CINCPACFLT PEARL HARBOR HI//N80/N82/N823/N8233/N6//
CINCUSNAVEUR LONDON UK//N82/N822/N412/N66/N6//
COMNAVSEASYS COM WASHINGTON DC//01/09A/09A3/N6//
COMNAVAIRSYS COM PATUXENT RIVER MD//7.6/N6//
COMNAVAIRSYS COM PATUXENT RIVER MD//7.6/N6//
BUPERS MILLINGTON TN//02/022/0222/0164/N6//
BUPERS MILLINGTON TN//02/022/0222/0164/N6//
CNET PENSACOLA FL//00C/0S8/05411/05821/N6//
CNET PENSACOLA FL//00C/0S8/05411/05821/N6//
BUMED WASHINGTON DC//01/04/N6//
BUMED WASHINGTON DC//01/04/N6//
COMSC WASHINGTON DC//N8/N85/N6//
COMSC WASHINGTON DC//N8/N85/N6//
RULSAMX/COMNAV SUPSYS COM MECHANICSBURG PA//01/122/012E/N6//
RUWDHFG/COMSPA WARSYS COM SAN DIEGO CA//01/08-1/08-45/01-442/N6//
RHMFIUU/COMSPA WARSYS COM SAN DIEGO CA//01/08-1/08-45/01-442/N6//
RULSADK/COMNAV FACENG COM WASHINGTON DC//FM/FMR-JW/N6//
RHMFIUU/COMNAV FACENG COM WASHINGTON DC//FM/FMR-JW/N6//
RUCCFLE/COMNAV METOCCOM STENNIS SPACE CENTER MS//N4/N4B/N413/N6//
RHMFIUU/COMNAV METOCCOM STENNIS SPACE CENTER MS//N4/N4B/N413/N6//
RUCCNOM/COMNAV RESFOR NEW ORLEANS LA//N8/N4/N4B/N42/N6//
RHMFIUU/COMNAV RESFOR NEW ORLEANS LA//N8/N4/N4B/N42/N6//
RULSWCA/COMNAV TELCOM WASHINGTON DC//00/N3/N5//
RHMFIUU/COMNAV TELCOM WASHINGTON DC//00/N3/N5//
RULYSCC/COMNAV SECGRU FT GEORGE MEADE MD//N8/N82/N8222/N6//
RULSDSA/DIRSSP WASHINGTON DC//SSP-13/N6//
RHMFIUU/DIRSSP WASHINGTON DC//SSP-13/N6//
RUENAAA/FLDSUPPACT WASHINGTON DC//N09BF/FSA8/FSA85/FSA85C/FSA82G/N6//
RHMFIUU/FLDSUPPACT WASHINGTON DC//N09BF/FSA8/FSA85/FSA85C/FSA82G/N6//
RUCXONI/ONI WASHINGTON DC//01/121/143/1431/OOC/N6//
RULSELA/NAVSYSMGTAC WASHINGTON DC//01/N6//
RULSOCA/CNR ARLINGTON VA//08/41/822/823/N6//
RUWFAFK/COMNAV SPECWARCOM CORONADO CA//N7/N42/N421/N6//

INFO RUENAAA/ASSTSECNAV FM WASHINGTON DC//FMO//
RHMFIUU/ASSTSECNAV FM WASHINGTON DC//FMO//
RUENAAA/ASSTSECNAV RDA WASHINGTON DC//ABM//
RHMFIUU/ASSTSECNAV RDA WASHINGTON DC//ABM//

PAGE 03 RUENAAA0307 UNCLAS

RUEACMC/CMC WASHINGTON DC//LFS//
RHMFIUU/CMC WASHINGTON DC//LFS//
AIG FOUR FOUR//JJJ//
RUOIAA/FISC NORFOLK VA//00/40//
RUENAAA/DON CIO WASHINGTON DC//JJJ//

RHMFIIU/DON CIO WASHINGTON DC//JJJ//
RUWDHLP/COMNAVREGSW SAN DIEGO CA//N8/N82//
RHMFIIU/COMNAVREGSW SAN DIEGO CA//N8/N82//
RUDIDFC/DFAS COLUMBUS OH//CO/CSM//
RHMFIIU/DFAS COLUMBUS OH//CO/CSM//

BT

UNCLAS SECTION 01 OF 02

MSGID/GENADMIN/OPNAV N41//

SUBJ/NAVY MARINE-CORPS INTRANET (NMCI) AUTOMATED DATA PROCESSING
/EQUIPMENT (ADP) TURNOVER PROCESS//
REF/A/DOC/FMB/-/9APR01//
REF/B/DOC/NMCI N00024-00-D-6000/-/6OCT01//
REF/C/MSG/CNO WASHINGTON DC/061407Z/JUL01//
REF/D/DOC/SECNAV/-/7320.10/-/1AUG01//
REF/E/DOC/DISA N630-125-7/-/

PAGE 04 RUENAAA0307 UNCLAS

NARR/REF A REQUIRES ACTIVITIES TO REPORT VALUES OF ASSETS TURNED
OVER TO NMCI CONTRACTOR TO OFFICE OF FINANCIAL OPERATIONS (FMO)
AND OFFICE OF BUDGET (FMB).

REF B IS THE NMCI CONTRACT.

REF C PROVIDES GUIDANCE CONCERNING EQUIPMENT TO BE TURNED OVER TO NMCI
CONTRACTORS AS PART OF THE TRANSITION PROCESS.

REF D REQUIRES ALL ACTIVITIES TO TRACK CAPITAL (\$100,000 AND GREATER) AND
MINOR(\$5,000 TO \$99,999) PERSONAL PROPERTY IN A MANAGEMENT SYSTEM. THE
DESIGNATED PERSONAL PROPERTY MANAGEMENT SYSTEM FOR DEPARTMENT OF
NAVY (DON) IS THE DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS).

REF E REQUIRES ACTIVITIES TO REPORT ALL AUTOMATED DATA PROCESSING
(ADP) ASSETS, REGARDLESS OF COST TO THE DEFENSE INFORMATION SYSTEM
AGENCY (DISA) USING THE DEFENSE INFORMATION TECHNOLOGY MANAGEMENT
SYSTEM (DITMS).//

RMKS/1. THIS MSG PROVIDES GUIDANCE TO ALL DON ACTIVITIES CONCERNING
THE SUBJ PROCESS IN ORDER TO ENSURE ACCURATE IDENTIFICATION OF ALL
DON OWNED ADP ASSETS TURNED OVER TO NMCI CONTRACTORS, MAINTENANCE OF
ACCOUNTABILITY THROUGHOUT THE TURNOVER PROCESS, AND GENERATION OF
ALL APPROPRIATE FINANCIAL INFORMATION TO MEET FMB/FMO REQUIREMENTS
AS OUTLINED IN REF A.

2. BACKGROUND. DON AWARDED NMCI CONTRACT (REF B) TO ELECTRONIC
DATA SYSTEMS (EDS) IN OCT 00. UNDER THE TERMS OF THE SERVICE
CONTRACT, EDS WILL OWN, OPERATE AND MAINTAIN ALL DESKTOP AND NETWORK
ASSETS USED TO PROVIDE NMCI SERVICES. ACCORDINGLY, ADP ASSETS WILL
BE TURNED OVER TO EDS AS EACH ACTIVITY TRANSITIONS TO NMCI.

A. QUALIFYING EQUIPMENT. IAW REF C, ACTIVITIES WILL TURN OVER
EXISTING LAN CONNECTED ADP ASSETS (PRIMARILY CENTRAL PROCESSING
UNIT, MONITORS AND PRINTERS ALREADY CONNECTED TO THE EXISTING LAN)
TO EDS FOR THOSE SEATS IT INTENDS TO CONTRACT FOR UNDER NMCI. STAND

ALONE ADP ASSETS WILL GENERALLY NOT BE TURNED OVER TO EDS. PROPERTY MANAGEMENT POLICY IS STRAIGHT FORWARD: IF THE ASSET IS LABELED AS AN EDS ASSET, IT WILL BE REMOVED FROM NAVY PROPERTY RECORDS.

B. EQUIPMENT INSPECTION. IAW REF C, EDS WILL VISUALLY INSPECT EVERY ASSET THAT HAS BEEN IDENTIFIED AS PART OF THE LAN AND DEVELOP A LIST OF ASSETS THAT IT WILL RECEIVE. THIS PROCESS TAKES APPROXIMATELY 2-3 MONTHS TO ACCOMPLISH.

C. EQUIPMENT TURNOVER DATE. PER REF B, EDS WILL ASSUME RESPONSIBILITY FOR AN ACTIVITY'S INFORMATION TECHNOLOGY (IT) SUPPORT AND ASSETS UPON THE ASSUMPTION OF RESPONSIBILITY (AOR) DATE.

3. RESPONSIBILITIES.

A. PROGRAM EXECUTIVE OFFICE-INFORMATION TECHNOLOGY (PEO-IT). RESPONSIBLE FOR PROMULGATING GUIDANCE FOR THE PROPER ADMINISTRATION OF THE NMCI AGREEMENT AND PROPER TURNOVER OF APPROPRIATE ADP ASSETS TO EDS.

B. DIRECTOR OF SUPPLY, ORDNANCE, AND LOGISTICS OPERATIONS (OPNAV N41). RESPONSIBLE FOR THE OVERALL ADMINISTRATION OF ACCOUNTABLE PERSONAL PROPERTY MANAGEMENT IN DON, INCLUDING ADP ASSETS.

C. DON OFFICE OF FINANCIAL OPERATIONS (FMO). RESPONSIBLE FOR PREPARING DON FINANCIAL STATEMENTS USING, AMONG OTHER SOURCE DATA, INFORMATION POSTED TO DPAS.

D. MAJOR CLAIMANTS (MC). RESPONSIBLE FOR THE PROPER REPORTING OF PERSONAL PROPERTY FINANCIAL INFORMATION WITHIN THEIR CLAIMANCIES TO INCLUDE THE ACCURACY OF DPAS RECORDS AT SUBORDINATE COMMANDS. MAJOR CLAIMANTS WILL MAINTAIN RECORDS OF ALL CLAIMANCY ADP ASSETS TURNED OVER TO EDS.

E. ACTIVITY COMMANDING OFFICER (CO). OVERALL RESPONSIBLE FOR PERSONAL PROPERTY ADMINISTRATION WITHIN THEIR COMMANDS. ACCOUNTABLE FOR THE PROPER TURNOVER OF ASSETS TO EDS TO INCLUDE REQUIRED DPAS ENTRIES.

F. ACTIVITY PERSONAL PROPERTY MANAGER (PPM)/IT REPRESENTATIVE (ITR). RESPONSIBLE FOR CONDUCTING A PROPER TURNOVER OF ADP ASSETS UNDER NMCI, INCLUDING PHYSICAL VERIFICATION OF ALL ASSETS TO BE TURNED OVER.

4. TURNOVER PROCEDURES.

A. SITE PREPARATIONS. ACTIVITIES WILL REVIEW THEIR ADP ASSET INVENTORY TO ENSURE IT IS ACCURATE AND THAT ANY OBSOLETE/UNUSABLE ASSETS HAVE BEEN DISPOSED OF OR TRANSFERRED OUT PRIOR TO TRANSITION TO NMCI. THE SITE WILL PRINT OUT AN ASSET INVENTORY LISTING OF ADP ITEM IT EXPECTS WILL BE TURNED OVER TO EDS UNDER NMCI. REF C, PROVIDES GUIDANCE REGARDING THE TYPES OF ADP ASSETS THAT ARE ELIGIBLE FOR TURNOVER TO EDS.

B. EDS SITE SURVEY. EDS SHALL PERFORM A DETAILED SITE SURVEY OF ALL ACTIVITY ADP ASSETS IT EXPECTS TO RECEIVE. EDS WILL USE THE ACTIVITY'S INVENTORY LISTING AND VALIDATE IT AGAINST THE ACTUAL ASSETS TO BE TURNED OVER. DURING THIS PHASE, EDS WILL TAG TURNOVER ASSETS, CREATE A PHYSICAL INVENTORY LISTING AND COMPILE THE FOLLOWING ASSET INFORMATION:

- ASSET NOMENCLATURE
- SERIAL NUMBER
- PROCESSOR TYPE/SPEED (IF APPLICABLE)
- HARD DRIVE CAPACITY (IF APPLICABLE)
- RAM (IF APPLICABLE)
- LOCATION

C. SITE ASSET PRE-TURNOVER VALIDATION. ACTIVITY PERSONNEL SHALL VERIFY THE EDS PHYSICAL INVENTORY LISTING OF ADP ASSETS TO BE TURNED OVER BY PERSONALLY SIGHTING ALL ADP ASSETS.

5. FINANCIAL REPORTING PROCEDURES. NAVY WORKING CAPITAL FUND PROPERTY WILL BE RECORDED SEPARATELY FROM GENERAL FUND PROPERTY. FOR EACH FUND, PERSONNEL WILL PREPARE TWO FORM DD1149S UPON COMPLETION OF TURNOVER PROCEDURES. THE FIRST DD1149 WILL LIST ALL CAPITAL (RECORDED COST GREATER THAN OR EQUAL TO \$100,000) ADP ASSETS AT ACQUISITION PRICE, ACCUMULATED DEPRECIATION, NET BOOK VALUE (UNRECORDED DEPRECIATION FOR WORKING CAPITAL FUND ASSETS WITH SALVAGE VALUES), AND GRAND TOTALS. THE SECOND DD1149 WILL LIST EACH MAJOR ADP COMPONENT BELOW \$100,000 AND ITS FAIR MARKET VALUE (FMV). INDUSTRY STANDARDS WILL BE POSTED ON THE NAVY DPAS WEB SITE ([HTTP:WWW.NOR.FISC.MIL/HOME/DPAS.HTM](http://www.nor.fisc.mil/home/dpas.htm)) FOR USE IN DETERMINING THE FMV OF ASSETS TO BE TURNED OVER TO EDS. THE EDS SITE SURVEY LISTING CAN BE USED AS THE CONTINUATION PAGES TO THE DD1149 TO SUPPORT THE SUMMARY LEVEL VALUES. THE LISTING MUST CONTAIN ALL REQUIRED FINANCIAL DATA ELEMENTS FOR EACH ASSET. REQUIRED FINANCIAL DATA ELEMENTS FOR EACH ASSET INCLUDE:

- A. BAR CODE
- B. NOMENCLATURE
- C. SERIAL NUMBER
- D. MODEL NUMBER
- E. ACQUISITION COST (FOR CAPITAL ASSETS)
- F. ACCUMULATED DEPRECIATION AMOUNT (FOR CAPITAL ASSETS)
- G. UNRECORDED DEPRECIATION AMOUNT (FOR CAPITAL ASSETS)
- H. NET BOOK VALUE
- I. FAIR MARKET VALUE (MINOR ASSETS ONLY)

EACH DD1149 WILL BE SIGNED BY THE ACTIVITY PPM. THE AOR DATE WILL BE RECORDED IN BLOCK 5 (REQN DATE). THE PPM WILL RETAIN THE ORIGINAL DD1149S. COPIES OF THESE DOCUMENTS WILL BE FORWARDED TO THE ACTIVITY'S MC AND TO PEO-IT WITHIN 30 DAYS OF CONVERSION. (PEO-IT FAX NBR IS (703) 602-3592).

6. PERSONAL PROPERTY MANAGEMENT REQUIREMENTS. ADP ASSETS TURNED OVER TO NMCI SHALL BE REMOVED FROM THE SITE'S PERSONAL PROPERTY SYSTEM. ONCE THE ASSETS HAVE BEEN TURNED OVER TO EDS, THE SITE WILL NO LONGER HAVE ANY RESPONSIBILITY FOR THEIR ACCOUNTABILITY, TO INCLUDE FINANCIAL REPORTING. HOWEVER, ADP ASSETS NOT WITHIN THE SCOPE OF THE NMCI PROCESS AND ABOVE THE MINOR PROPERTY THRESHOLD (EQUAL TO OR GREATER THAN \$5,000) MUST CONTINUE TO BE RECORDED IN THE PERSONAL PROPERTY SYSTEM AND ARE SUBJECT TO PERIODIC PHYSICAL INVENTORY REQUIREMENTS IN ACCORDANCE WITH REF D.

A. PERSONAL PROPERTY SYSTEM ENTRIES. THE PERSONAL PROPERTY MANAGER IS RESPONSIBLE FOR ENSURING THAT ALL ASSETS TURNED OVER TO EDS ARE REMOVED FROM THE PERSONAL PROPERTY SYSTEM WITHIN SEVEN DAYS FOR CAPITAL ASSET AND 30 DAYS FOR MINOR ASSETS AFTER AOR. ASSETS IN DPAS WILL BE REMOVED VIA THE HAND RECEIPT MODULE, END ITEM DECREASE SCREEN (TURN-IN) AND RECORDED IN DPAS AS "TURN-INS." THE REMARKS FIELD WILL BE ANNOTATED WITH "NMCI" FOLLOWED BY THE AOR DATE.

B. FINAL PHYSICAL INVENTORY/RECONCILIATION REQUIREMENT. UPON COMPLETION OF THE NMCI TRANSITION PROCESS, ACTIVITIES ARE REQUIRED TO CONDUCT A WALL-TO-WALL PHYSICAL INVENTORY OF ALL REMAINING ADP ASSETS AND RECONCILE THIS INFORMATION WITH THEIR PERSONAL PROPERTY SYSTEM. DOCUMENTATION SUPPORTING THIS RECONCILIATION MUST BE RETAINED IN THE PERSONAL PROPERTY FILES FOR FIVE YEARS. NOTE: ALL EDS OWNED ASSETS WILL BE BAR CODED AND TAGGED AND, THEREFORE, EASILY IDENTIFIABLE AS EDS OWNED ASSETS.

C. CEASE DITMS REPORTING FOR ASSETS TURNED OVER TO EDS. ADP ASSETS TURNED OVER TO NMCI WILL NOT BE REPORTED TO DITMS. HOWEVER, SITE OWNED ASSETS ARE STILL SUBJECT TO DITMS REPORTING AS OUTLINED IN REF E.

7. MC REPORTING ACTIONS.

A. COLLECT DD119S FROM SITES.

B. REVIEW AND COMPILE DD1149 INFORMATION. QUERY DPAS TO ENSURE THAT CAPITAL ASSETS HAVE BEEN ACCURATELY REPORTED BY ACTIVITIES.

C. IN ACCORDANCE WITH REFERENCE A, AFTER AOR RECONCILE DD1149S WITH DPAS FINANCIAL DATA AND PROVIDE QUARTERLY REPORTS OF TURNOVER ACTIVITY TO FMO/FMB PRIOR TO THE FIFTH DAY OF THE FIRST MONTH OF THE QUARTER. FOR NAVY WORKING CAPITAL FUND ACTIVITIES, THE QUARTERLY REPORT SHOULD BE RECONCILED WITH THE COMPTROLLER/ACTIVITY'S FINANCIAL REPORT PRIOR TO BEING FORWARDED.

D. CAPITAL ASSET REPORTS. PROVIDE SUMMARY FINANCIAL VALUES AND THE FOLLOWING ASSET DETAILS.

- BAR CODE
- NOMENCLATURE
- SERIAL NUMBER
- MODEL NUMBER
- ACQUISITION COST (FOR CAPITAL ASSETS)
- ACCUMULATED DEPRECIATION AMOUNT (FOR CAPITAL ASSETS)
- UNRECORDED DEPRECIATION AMOUNT (FOR CAPITAL ASSETS)
- NET BOOK VALUE

E. MINOR ASSET REPORTS. PROVIDE SUMMARY FINANCIAL VALUES AT FAIR MARKET VALUE. A DETAILED ASSET LISTING IS NOT REQUIRED.

8. POC FOR THIS MSG IS CDR JOHN SPICER, PHONE NUMBER (703) 604-9944. //

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